



Stress and Anxiety Research Society

Conference Guidelines

The **Stress and Anxiety Research Society (STAR)** is a multidisciplinary, international organization of researchers who share an interest in problems of stress, coping, and anxiety. Its members, from more than 35 countries, meet annually to exchange research findings and clinical applications on a wide range of stress and anxiety related phenomena.

STAR conferences provide a unique opportunity to learn, not just about stress and anxiety, but also how psychology is studied and practiced throughout the world. STAR has been exceedingly active in providing an opportunity to share research and clinical findings in an international forum. STAR's first scientific conference was held in Leiden, The Netherlands in 1980.

Since that time, yearly meetings have been hosted by STAR members in some of the world's most beautiful cities in Germany, Scotland, Belgium, Israel, Norway, Italy, Hungary, Egypt, Spain, the Czech Republic, Australia and Greece. These meetings provide a platform for major addresses by internationally known scholars, paper and poster sessions, as well as workshops.

The aim of these Guidelines is to provide future Conference Organisers with the preferred outline for the conference and its satellite requirements, the role of the Board, as well as reference to the Social Program and other important criteria.

Any variations to these guidelines can be submitted to the Board on a one-on-one basis for approval.

VENUE

The venue for the conference will be agreed by the STAR Board in consultation with the National Representatives on the basis of a submission by the proposers at least 2 years prior to the proposed conference.

WEBSITE

The website for the conference with all conference details should be available at least one year prior to the conference – the earlier the better!

TIMING

The STAR Annual Conference will be held over 2 and a half days, typically in the middle of July each year taking account of other major conferences. It will

- commence in the afternoon of the first day (known as Day 1)
- run for a further two full days (Days 2 and 3).

PROGRAM CONTENT

The official language of the conference is English.

The Conference Program will include

- Brief Opening Ceremony with welcome by host dignitaries and Conference Committee
- A Presidential Address – at the start of the Program (30 minutes)
- The Distinguished Spielberger Address – the last Keynote on Day 2 (1 hour)
- Four Keynote Addresses – interspersed (1 hour each)
- Early Career Research Award Presentation (30 minutes)
- The Annual General Meeting of the Society (Chaired by President)

No other part of the program should run parallel with the above

- National Representatives Meeting (Chaired by President-Elect).

*N.B. The Distinguished Spielberger Address will be presented, when possible, by Professor Charles Spielberger, or by a Distinguished member of the STAR membership. The latter and ALL OTHER Keynote Speakers will be agreed between the Conference Organizing Committee and the STAR Board **BEFORE** invitations are issued to such speakers.*

SOCIAL PROGRAM

- Pre-Conference Evening – casual welcome/get together at a nominated venue at registrants own cost
- Evening Day 1: Welcome Reception (Registrants Free: Non-registrants Cost Recovery)
- Evening Day 2: Free
- Evening Day 3: Conference Dinner - Cost to all attendees

CONFERENCE ORGANISING COMMITTEE

The Conference Organising Committee will normally be constituted of

- The National Representative of the Country hosting the Conference as Chair
- Other local members appointed by the Chair
- Members of the STAR Board: namely, The President, the Past President, The President-Elect, and the Treasurer/Secretary.

SCIENTIFIC COMMITTEE

The Scientific Committee will normally involve

- local members of the Conference Organizing Committee who are active researchers
- and up to THREE invited STAR members, after submission and approval of the members by the STAR Board.

CONFERENCE REGISTRATION FEES

As the STAR Society aims to promote research and its dissemination, especially among young researchers, those from distant and from poorer countries, it is important that the registration fee be maintained at an affordable figure. While each hosting organization should be cognizant of their own expenses and consider course inflation, the STAR Board advises Conference Organizers to refer to the following list of fees as a general guide:

Registration fees All fees include value added tax.	Early fee until March 31, xxxx	Regular fee until June 30, xxxx	Late fee after June 30, 2011 and onsite
Members	220,00 €	260,00 €	280,00 €
Non-Members	320,00 €	360,00 €	380,00 €
Student/Intern (supporting documents required)	120,00 €	140,00 €	140,00 €
Get-together (supply date)	Included		
Social evening (supply date)	max. 30.00 €		

Final approval for registration fees: Early Bird for Members/Non-Members and for Students as well as Late Registration will be given by the Board **BEFORE** any materials are printed.

Members of STAR pay a reduced conference fee less than the Annual Membership in order to encourage membership (e.g., as long as the STAR membership fee is 60.-€ the difference between Member and Non-Member Registration should be at least 70.-€).

The STAR Board asks Conference Organizers to make the Conference Dinner fees affordable for all STAR members, including students with a suggested maximum cost of 25.- to 30.- €

As there is usually a two-year lead time for conferences, it is suggested that the Conference Chair liaise with the STAR Board on this and other matters (e.g., Keynote speakers) in the year preceding that leading up to their conference. In circumstances where this is not possible, this consultation timeline will be negotiated.

It is imperative that registrants can use CREDIT CARD facilities (e.g., Visa, Mastercard, AmEx) to pay conference fees.

CONFERENCE SUPPORT

The Conference organizers will use their own discretion on the provision of conference support to Members of the Conference and Scientific Committees, although if possible, this would normally be in the form of a complimentary registration and conference dinner.

The local Conference Organizers are asked to bear costs arising from registration fees, travel expenses, and accommodation of all Keynote Speakers invited to the conference. Also, any support negotiated by, or offered to, any other invited persons will be from Conference funds and at the discretion of the Conference Committee – all care shall be taken in this respect not to favour persons nor render STAR open to challenge (see Workshops).

STAR Society will support the Spielberg's Address with 500.- €

CONFERENCE MATERIALS

All conference materials should bear the logo of the STAR Society and carry the names of members of the Conference and Scientific Committees, with the exception of the conference bag/satchel, which may remain unbranded. However, if the bag/satchel is to carry any branding (other than the STAR logo), this must be approved by the Board and then **MUST** also include the STAR logo and reference to the STAR Conference.

The Conference Program Book should include the given names and the family names of presenters as well as their country; the full names and countries of the National Representatives should also be listed at the rear of the Conference Program.

The Conference Organizers should provide guidelines in communication with the scientific committee (a) for submission of abstracts and (b) for presentation of papers and posters. These should advise on content, indicating the essential information that should be presented as well as advising on technical presentation. Abstract review should be obligatory.

The conference material should contain a STAR membership form.

LOGOS

In addition to the STAR logo, it is permitted for the Hosting Institution (usually a University) to display its logo on the Conference materials in conjunction with that of STAR.

WORKSHOPS

Pre- or Post-conference workshops are desirable.

Many STAR conferences have been preceded by Workshops for which attendees, not confined to conference registrants, pay a fee. These workshops will **NOT** be under the STAR banner but may be offered in parallel with the STAR conference. Conference Organizers are free to pay the Workshop Presenters from their own funds, or agree with a Workshop Presenter to exchange this service for some financial support to attend the conference.

ACCOMMODATION

The Host Organization is asked to provide affordable housing opportunities (e.g., dormitories) close to the conference venue (i.e., 15-20 minutes walking distance or 5 minutes by public transport). Furthermore, Conference Organizers are asked to direct registrants to hotels across a range of levels and prices, and/or refer them to a commercial organizer who can provide such assistance and whose details can be linked to the conference website. Again, registrants should be able to pay deposits (or in full) for accommodation using a range of CREDIT CARD facilities (e.g., Visa, Mastercard, AmEx).

PROGRAM DESIGN

Pre-Conference



- Workshops (optional offering organized by Local Committee)
- Board Meeting (Chaired by President)
- Casual Evening: get together at own expense – venue recommended

Conference day 1



0830 - 18.30	Registration
Morning	Workshops - optional
11.30 – 12.30	Board Meeting
12.45 – 13.00	Opening Ceremony
13.00 – 13.30	<i>Presidential Address</i>
13.30 – 15.00	Parallel Sessions*
15.00 – 15.30	
15.30 – 17.00	Parallel Sessions
17.00 – 17.30	<i>Early Career Award Recipient's Address</i>
17.30 – 18.30	<i>Keynote Address 1</i>
20.00	Welcome Reception

- N.B.: The parallel sessions should also include a poster session: e.g., four oral sessions (of 4 papers each) and one poster session (about 8-10 posters) may run in parallel – this will give the poster sessions more standing as an alternative option.
- Poster presentations are an important part of the conference. Conference organizers might consider having invited poster presentations and a poster prize. The room numbers will be specified for ALL FIVE sessions. In case too few posters are accepted, then some parallel sessions will not include a poster session.

Conference day 2

08.30 – 18.00	Registration
08.30 – 09.30	<i>Keynote Address 2</i>
09.30 – 11.00	Parallel Sessions
11.00 – 11.30	
11.30 – 13.00	Parallel Sessions
13.00 – 13.45	LUNCH
13.45 – 15.15	Parallel Sessions
15.15 – 16.15	<i>Keynote Address 3</i>
16.15 – 16.45	
16.45 – 18.15	Parallel Sessions
18.15 – 19.00	National Representative Meeting with Drinks
	Evening Free

Conference day 3

08.30 – 18.00	Registration
08.30 – 09.30	<i>Keynote Address 4</i>
09.30 – 11.00	Parallel Sessions
11.00 – 11.30	
11.30 – 13.00	Parallel Session
13.00 – 13.45	LUNCH
13.45 – 15.15	Parallel Sessions
15.15 – 16.15	Distinguished Spielberger Address
16.15 – 16.45	
16.45 – 17.30	Business Meeting /Closing Ceremony
20.00	Conference Dinner

In conclusion, these Guidelines have been developed to inform and assist future Conference Organizers rather than to restrict them. If you are, or are considering organizing a conference for STAR, and in your particular situation need to alter any of these Guidelines, please, discuss with the STAR Board prior to making any commitment.